***Logo, company name

Description automatically generatedA picture containing text, clock

Description automatically generatedLinking Leader Profile LLP|360 Bureau service***

To help our team deal with your processing requirements as efficiently as possible, and facilitate compliance with GDPR and associated policies, please complete all the following information about your Linking Leader Profile LLP|360 Programme and return to [bureau@tmsdi.com](mailto:bureau@tmsdi.com).

**IMPORTANT – you should also complete a rater table to provide details of the raters for these profiles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programme Title/Team Name\*** | |  | | |
| **Programme Date\*** |  | | **Accredited Practitioner(s) for this programme** |  |
| **Date profiles to be received by** | | | **Deadline for completed questionnaires (please allow at least 3 working days between this deadline and the date you need your profiles to be uploaded)** | |

|  |  |
| --- | --- |
| **Data Protection**  As the data controller, it is your responsibility to ensure that you comply with the terms of The General Data Protection Regulation (GDPR) with regard to profile results – including processing, storage, retention and access. You can find out more about your responsibilities at [www.ico.org.uk](http://www.ico.org.uk) . If you are located outside the United Kingdom but within the EU, or you process personal data which belongs to EU citizens, you must comply with the GDPR. TMSDI endeavour to be GDPR compliant and, in relation to profile processing, act as a data processor – please see our Privacy Policy at <https://www.tmsdi.com/privacy-policy>  Your attention is also drawn to our Data Processing Agreement, a reference copy of which can be found when logging in to your account on TMSDI Online, or can be requested by email to privacy@tmsdi.com. This Agreement outlines the default arrangements in place for TMSDI to act as the data processor where we process profiles on your behalf, and by submitting this form you are agreeing to these conditions which your organisation has signed up for. If your organisation requires different arrangements for data processing, or you are unsure whether your organisation has a current data processing agreement in place, please contact us at [privacy@tmsdi.com](mailto:privacy@tmsdi.com) Note that we are unable to process profiles on your behalf unless there is a signed data processing agreement in place.  **IMPORTANT** | |
| **\*** | Please note that to help retain the privacy of those who are receiving their profile, our policy is NOT to include delegate names on invoices. Your invoice will quote the Programme Title/Team Name and Programme Date as stated above. If you DO require delegate names on the invoice for this programme, please confirm here:  **I DO require delegate names on the invoice for this programme** |
|  | **Rater Comments**  The Linking Leader Profile (LLP|360) includes a supplementary General Comments Report, with anonymous comments included from the raters. A General Comments Report will only be generated where at least two raters have responded to this part of the questionnaire, and it is supplied as a separate document so you have full control over how you share this feedback with the profile recipient. TMSDI can accept no liability for any comments made, and recommends that you always read the General Comments Report in advance of sharing the contents with the profile recipient. |

|  |
| --- |
| **Rater Groups**  Please select these on the Rater Table. |

|  |  |
| --- | --- |
| **Profile format**  **These profiles will be provided via our Bureau Online service** as PDFs only on TMSDI Online | *\* if you require these profiles to be shared via TMSDI Online with other Linking Leader Profile LLP|360 accredited facilitator(s) who are working on the event with you, please note the facilitator name(s) here:* |
| **Profiles delivered Online to your Delegates**  For profiles uploaded to TMSDI Online, it is also possible to activate a profile Owner account for each of your delegates, allowing them to log-in and view their profile. You can activate these accounts yourself via your own log-in with no additional charge. If you would like us to do this on your behalf please indicate below (note there is a charge for this service):  Profile Owner accounts to be activated by TMSDI Yes  No   If yes, please state Date:       and time       that you would like these to be activated.  NB Profile Owner accounts can only be activated by TMSDI Monday to Friday, 9.00am-5.00pm UK time. | |
| **Services required**  Questionnaires to be set-up by TMSDI – please state the Date:  and time  that you would like these to be sent  Questionnaire reminders to be sent out by TMSDI: Yes  No   If yes, please state Date:  and time  that you would like these to be sent  NB Invitations and Reminders can only be sent out by TMSDI Monday to Friday, 9.00am-5.00pm UK time. | |
| **Please note here any other details we should be aware of:** | |

|  |
| --- |
| **Invoicing details**  **IMPORTANT** – TMSDI’s policy is to invoice the organisation of the accredited network member who is booking this profile processing. Any third party invoicing MUST be agreed in writing, in advance, with TMSDI’s Finance Manager, and will require a Purchase Order.  **Contact Name**  **Contact Email**  **Organisation to be invoiced**  **Invoice Address**  **Cost Centre/Purchase Order No** |

If you have any queries, please contact [bureau@tmsdi.com](mailto:bureau@tmsdi.com) or +44 (0) 1904 464 520